

EXCHANGE TEACHER APPLICATION FORM

Cordell Hull Foundation for International Education –116 W. 23rd St., Fifth Floor, New York, NY 10022-751
Telephone: 212-759-3311 e-mail: **CHFNY@aol.com**

website: <http://payson.tulane.edu/cordellhull>

Note: The Cordell Hull Foundation is authorized to sponsor this exchange visitor program, by virtue of the 1961 Mutual Exchange Act, designed to provide temporary employment to foreign visitors. The purpose of the J-1 Exchange Visa is for the participating teacher to return to your native country to teach there and share cultural experiences in the United States with students, fellow teachers, and fellow citizens following a 1-3 year period. During your stay, we encourage you to improve your English competency as well.

Complete this application in **English**. Type or input into computer if available.

Name of School and
PLACE SMALL PHOTO HERE State where Hired: _____

Full Name: _____

Sex: Male _____ Female _____ Date of Birth: Month _____ Day _____ Year _____

Place of Birth: City _____ Country _____

Citizen of: _____ Country _____ Legal Resident of: _____ Country _____

Address in Home Country: _____

Mailing Address: _____

Telephone: Home _____ Work (include country code) _____

*If you do not have a telephone, please provide a number where you can be reached.

Fax: _____ e-mail _____

Marital Status: Single _____ Married: _____ Years married: _____ Other: _____

Family Information

Total number of family members to accompany you to the U.S.A. (spouse & children only): _____

| Name of family member | Relationship (spouse, son or daughter) | Birthdate Mo./Day/Year | City of Birth | Country of Birth |
|-----------------------|--|---------------------------|---------------|------------------|
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(If you need more room, please attach additional sheet)

Relative to be contacted in case of emergency: _____ Phone: _____

Education

Beginning with university (age 18) until now, please supply the following information:

| Institution | City, State & Country | Name of Degree or Diploma | Year Finished | No. of Years | Semester Hours |
|-------------|-----------------------|------------------------------|------------------|-----------------|-------------------|
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Relevant Teaching Experience

| Institution | Type Sch. | Location | Inclusive Dates | | | Full-time or Part-time | Student ages | Avg. # student s / class | Grades | Subjects |
|-------------|-------------------|----------------|-----------------|---------|----------|------------------------|--------------|--------------------------|--------|----------|
| | Public or Private | City & Country | From Date | To Date | No. Yrs. | | | | | |
| | | | | | | | | | | |
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Total Years of Teaching Experience: _____**Other Related Work Experience:** Summarize below.**Languages Spoken**

| LANGUAGE | CHECK WHICH APPLY: | | | | LEVEL | | |
|----------|--------------------|------|-------|------------|-------|------|-----------|
| | Speak | Read | Write | | Fair | Good | Excellent |
| | | | | Check ONE: | | | |
| | | | | Check ONE: | | | |
| | | | | Check ONE: | | | |

Have you ever lived or traveled outside your native country? If yes, please give details.

| Country | Dates | Reason |
|---------|-------|--------|
| | | |
| | | |
| | | |

Please indicate which subjects you can teach: Spanish, French, German, Math, Science or others:

Your native language: _____

Have you ever been convicted of a crime? _____ If yes, please explain on separate paper.

Describe any health problems, chronic illnesses or disabilities that you or any accompanying family member suffer from:

ReferencesList the following information for two individuals who can comment on your professional skills, character and dependability. If possible, provide a 3rd name of a U.S. reference, either personal or professional. Do not list relatives.

| Name | Address | Telephone | Position | Relation to you |
|------|---------|-----------|----------|-----------------|
| | | | | |
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Brief Essay Questions: If you need more room, please continue on reverse side.

How will your participation in our Foreign Language Teacher Associate Program benefit the following:

- 1) You
- 2) The Host School
- 3) The Host Community

In your opinion, what personal characteristics or qualities are necessary to be an effective teacher?
What additional qualities are necessary to be a successful exchange language teacher?

Please explain your approach to teaching a foreign language to groups of 20-30 students.

The CHF program is an exchange program designed to provide foreign teachers and U.S. schools with a temporary employment arrangement stressing exemplary, native foreign language and cultural instruction, and an overall promotion of tolerance and goodwill. Through this exchange, CHF hopes to reduce or eliminate many cultural stereotypes and generalizations held by U.S. citizens about foreign nationals, and vice versa, after you return to your native country. Explain why you believe that this cross-cultural experience is important.

Additional items required: (1) One small or passport-size photo.
 (2) Copy of certified teaching certificate from your country (or university degree)
Pledge (INCLUDE ONE OR THE OTHER – NOT BOTH)

To the best of my knowledge, the information provided is correct. I understand that incorrect information could be sufficient grounds to invalidate a contract between myself, CHF, and my employing state or school district.

Signature: _____ Date: _____

Approved by: _____ Date: _____
Marianne Mason Morrison, President